

MEDIA TECHNICAL ADVISORY

FOR IMMEDIATE RELEASE:

April 29, 2007

Media Information for Virginia's Royal Welcome at the State Capitol in Richmond, Virginia

WHAT: **Virginia's Royal Welcome at Capitol Square and a Musical Festival**
Her Majesty Queen Elizabeth, II will address a special joint session of Virginia's General Assembly at the State Capitol. Virginia's Royal Welcome at Capitol Square will also include an uplifting showcase of Virginia's musical traditions in honor of the visit from Her Majesty Queen Elizabeth, II to Virginia. The free, public event will feature authentic bluegrass, blues, jazz and gospel music performed by Virginia musicians.

WHEN: **Thursday, May 3, 2007**
1:00 p.m. to 5:30 p.m.

WHERE: **Richmond, Virginia**
The Queen will address the General Assembly in Virginia's historic State Capitol. The musical festival will be on the grounds in Capitol Square.

MEDIA EVENT

ACCESS: Her Majesty Queen Elizabeth, II will address a special joint session of Virginia's General Assembly at the State Capitol in Richmond, Virginia. Access to the actual ceremony is restricted to a designated pool.

There will be opportunities for the broadcast media to shoot video of the interior and exterior of the Capitol prior to Thursday. See '*Broadcast Video Opportunities*.'

MEDIA

CREDENTIALS:

Your organization should have already applied for media credentials with the British Embassy. You will need media credentials for both the Richmond and Jamestown events and will need to check-in at both events. Credentials may be picked-up in advance. See '*Media Credentials for the Richmond Event*'.

MEDIA CREDENTIALS

FOR THE RICHMOND

EVENT: All media representatives planning to attend the event at the State Capitol in

Richmond, Virginia will be required to have a media credential before they can access the Capitol grounds, media platforms or media filing locations.

Members of the media may pick-up media credentials in the lobby of the Patrick Henry Building during designated times on the following dates:

Wednesday, May 2nd – 9:00 a.m. to 5:00 p.m.

Thursday, May 3rd – 7:00 a.m. to 1:00 p.m.

YOU MAY SEND ONE MEMBER FROM YOUR NEWS OUTLET TO PICK-UP MEDIA CREDENTIALS FOR YOUR ENTIRE TEAM.

For exact locations for media check-in, see ‘*Capitol Area Media Map*’ and the ‘*Patrick Henry Building Map*’.

MEDIA FILING

AREAS: All four Media Filing Areas will be operational during the following times:

Wednesday, May 2nd: 9:00 a.m. to 5:00 p.m.

Thursday, May 3rd: 7:00 a.m. to 9:00 p.m.

Media Filing Area #1 – Former House Chamber in the Patrick Henry Building

The following will be provided in Media Filing Area #1:

- Internet access via wireless (Standard Wireless 802.11G) (CAPGuest ssid)
- Tables, chairs, electrical outlets, and extension cords
- Monitor to watch the Ceremony
- Pool feed will be available via satellite
- An audio and video Mult-box with BNC/XLR connectors.
- Water and light refreshments

Media Filing Area #2 – Former Senate Chamber in the Patrick Henry Building

The following will be provided in Media Filing Area #2:

- Internet access via wireless (Standard Wireless 802.11G) (CAPGuest ssid)
- Tables, chairs, electrical outlets, and extension cords
- Monitor to watch the Ceremony
- An audio and video Mult-box with BNC/XLR connectors
- Water and light refreshments

INTERNATIONAL PRESS ONLY

Media Filing Area #3 – House Room 1 in the Patrick Henry Building

The following will be provided in Media Filing Area #3:

- Internet access via wireless (Standard Wireless 802.11G) (CAPGuest ssid)
- Tables, chairs, electrical outlets, and extension cords
- Monitor to watch the Ceremony
- An audio and video Mult-box with BNC/XLR connectors
- Water and light refreshments

POOL STILL PHOTOGRAPHERS ONLY

Media Filing Area #4 – Senate Room 1 in the Patrick Henry Building

The following will be provided in Media Filing Area #4:

- Eight hard-wired connections and internet access via wireless (Standard Wireless 802.11G) (CAPGuest ssid)
- Tables, chairs, electrical outlets, and extension cords
- Monitor to watch the Ceremony
- Water and light refreshments

ELECTRONIC

POOL FEED: Video and audio will be provided by WinnerComm, the Commonwealth's host Production Company. Mult-boxes will be located Media Filing Areas #1, #2, and #3. The feed will also be available on satellite. See '*Media Filing Areas*' and '*Satellite Coordinates*.'

STILL POOL

PHOTOGRAPHERS:

Media Filing Area #4 (Senate Room 1) in the Patrick Henry Building is the designated Still Pool Photographer filing area. See '*Media Filing Areas*' for more information.

Pool assignments still to follow shortly.

CABLE RUN: If you cannot connect to your satellite for the pool feed, cables can be run from the satellite truck parking areas to a Mult-box. **A minimum of 300 feet of cable to a maximum of 1,000 feet of cable may be needed. The same amount of cable will be needed to access the media platforms that have been set-up to use for live shots for your newscasts.**

SATELLITE

COORDINATES:

Information regarding satellite coordinates for Thursday, May 3rd is as follows:

Available on Satellite:	12 :00 p.m. – 1 :00 p.m. EST	Test
	1 :00 p.m. – 6 :00 p.m. EST	Program

Satellite:	SBS 6 (KU)
Transponder:	11 Lower
Bandwidth:	18 Mhz
Orbital Location:	74° W
Uplink Frequency:	14257.5 (V)
Downlink Frequency:	11957.5 (H)
Audio Channels:	1, 2, 3, 4
FEC:	3/4
Symbol Rate:	13.235
Data Rate:	18.2958

A clean feed will be provided; no titles, credits, reporter voice-over or captions.

SATELLITE TRUCK

PARKING: For Satellite Vehicles:

If you are bringing a satellite truck you must REGISTER by 10:00 p.m. on Monday, April 30, 2007. To register, contact Adam Jackson at 804-225-4490 or by e-mail at Adam.Jackson@DGS.Virginia.Gov.

Please provide the following information:

- Media Organization
 - o (Please mention if you are with a particular television program)
- Contact Name
- Mobile Number
- E-mail Address
- Length/size of satellite vehicle
- Length of stay

On Wednesday, May 2nd Satellite Trucks are to report to the Satellite Truck Staging Area between 5:00 p.m. and 7:00 p.m. (See 'Capitol Area Media Map')

Satellite Trucks will have to stage in a parking lot before being assigned a location to park the vehicle. Due to space restrictions, Satellite truck parking will be in a few locations. Please keep in mind, the largest location for designated satellite truck parking is on Ninth Street, which does not close until 7:00 p.m. on Wednesday, May 2nd. Therefore, you may need to wait until 7:00 p.m. to actually park your vehicle. You will be told the status of truck parking upon your arrival at the Satellite Truck Staging Area.

Please be aware, the locations for satellite truck parking are in sight of satellites with an azimuth between 72 degrees west to 105 degrees west. Also, the satellite truck parking will be on an incline. Therefore, please bring wheel chocks for your trucks. In addition, be aware your satellite trucks will be roped off and restricted from pedestrian traffic. However, if you have to run cable outside of the roped off area, the Virginia Department of General Services has a limited amount of yellow cable jacket protectors for use. Please be prepared to cover your cables if necessary and assistance can be provided.

GENERAL PARKING:

Other Vehicles:

Parking for media vehicles, other than satellite trucks, is available on Wednesday, May 2nd and Thursday, May 3rd in the 14th Street Parking Deck located at 14th and Main Streets. (See 'Capitol Area Media Map')

Parking for Wednesday, May 2nd:

Enter the deck from 14th Street. You MUST HAVE PRE-REGISTERED for a media credential in order to park in this deck. You must check-in with the security guard at the 14th and Main Street Parking Deck.

Be prepared to show a picture ID from your media outlet and alert the security guard that you are there to pick-up a media credential from the Patrick Henry Building. If you do not have a picture ID from your media outlet, parking will not be available.

Parking for Thursday, May 3rd:

Enter the deck from Main Street. Be aware, there is limited space and any spaces left in the Media Parking Area at 1:00 p.m. on Thursday, May 3rd will be made available to the public. You MUST HAVE PRE-REGISTERED for a media credential in order to park in this deck. You must check-in with the security guard at the 14th and Main Street Parking Deck.

Be prepared to show a picture ID from your media outlet and alert the security guard that you are there to pick-up a media credential from the Patrick Henry Building and report on the Queen's visit. If you do not have a picture ID from your media outlet, parking will not be available.

**BROADCAST VIDEO
AND STILL PHOTOGRAPHY
OPPORTUNITIES:**

Broadcast and Photo Opportunities on Tuesday, May 1st after 1:00 p.m. and ALL DAY on Wednesday, May 2nd:

On Tuesday, May 1st at 1:00 p.m. Capitol Square will close to the public and remain closed until 11:00 a.m. on Thursday, May 3rd. If you are interested in taking photographs or shooting video of the interior of the Capitol and/or of the preparation work being done on the Capitol Grounds you will need to register in advance.

Register by 10:00 p.m. on Monday, April 30th by contacting Adam Jackson at 804-225-4490 or by e-mail at Adam.Jackson@DGS.Virginia.Gov. You will be contacted as to your appointment time. When registering provide the following information:

- Media Organization
- Names of reporter and videographers needing access
- Mobile phone number that will be used to confirm your appointment time

Media Platforms for Stand-ups & Live Shots

Besides the Pool Media Platform, there will be two media platforms located on the outside of Capitol Square on the south side of the Capitol. These will be available for still photographers and for television stations to shoot live stand-ups or 'look lives' for inclusion in newscasts. These platforms are to be shared among all media. There is limited space, please share. See '*Capitol Area Media Map*' for more information. The media platforms are as follows:

Media Platform 1:

Located next to the fence to Capitol Square on Bank Street
Minimal electrical power is available on the platform
Size: 12 feet wide X 30 feet long X 6 feet high

Media Platform 2:

Located on Tenth Street across from new entrance to the Capitol
Minimal electrical power is available on the platform
Size: 12 feet wide X 24 feet long X 8 feet high

**ROAD CLOSURES &
SECURITY SWEEPS:**

Road Closures:

Sunday, April 29th – Friday, May 4th:

- Bank Street between 9th & 14th Street (with limited access depending on the time during the week)
- 10th Street between Bank & Main Streets

Beginning 7:00 p.m. Wednesday, May 2nd until 7:00pm on Thursday, May 3rd:

- Franklin Street between 8th & 9th Streets
- Grace Street between 8th & 9th Streets
- 12th Street between Bank & Main Streets
- 13th Street between Bank & Main Streets
- Parking will be restricted on the south lane of East Bound Broad Street between 9th & 14th Street – adjacent to the Capitol Complex

Beginning 7:00 p.m. Wednesday, May 2nd until 8:30 p.m. on Thursday, May 3rd:

- 9th Street between Main & Broad Street

General Security:

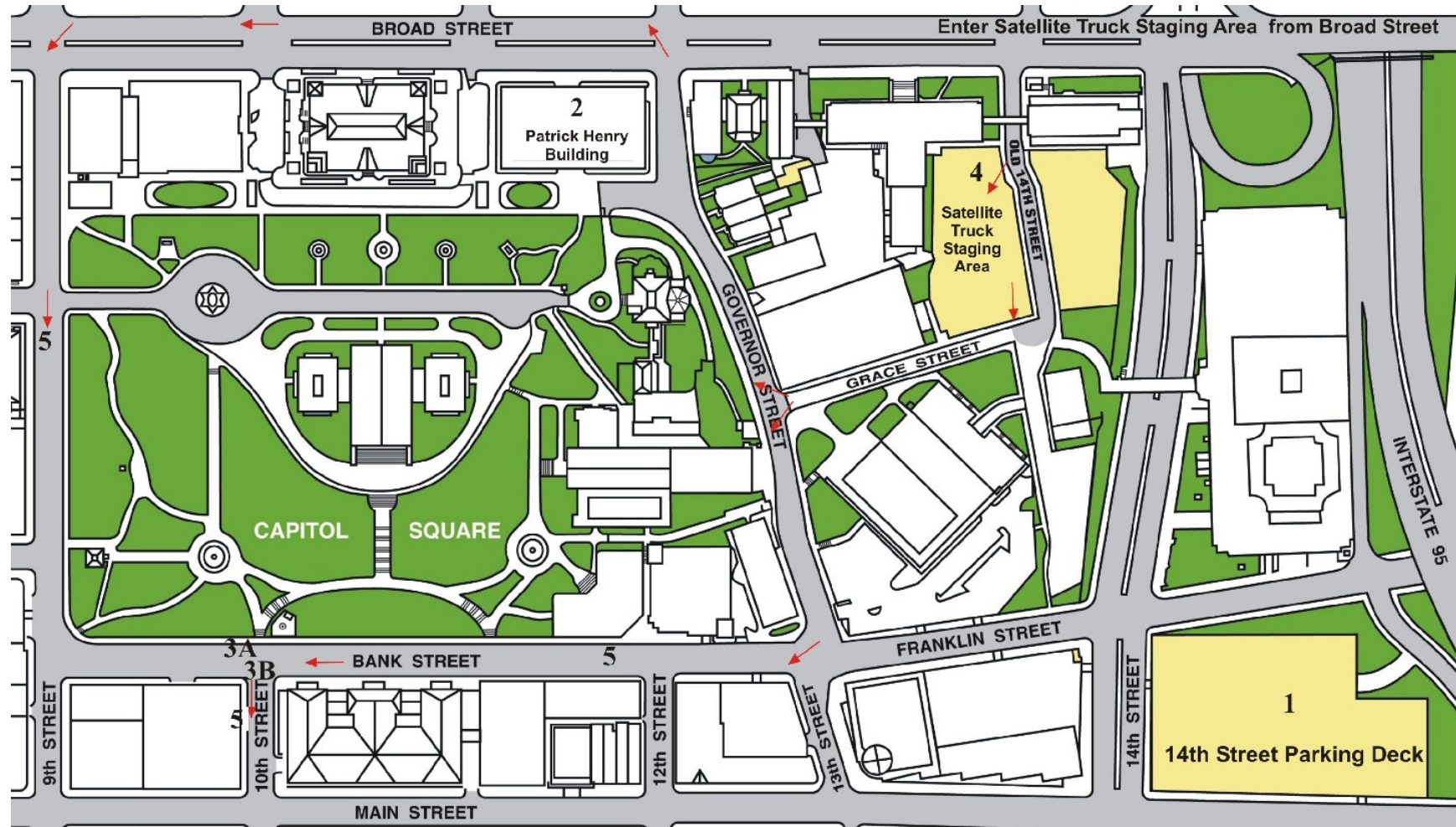
Media Check-in on Thursday, May 3rd is only available from 7:00 a.m. to 1:00 p.m. Media WILL NOT be able to check-in AFTER 1:00 p.m. on Thursday, May 3rd.

Access to Capitol Square and the Patrick Henry Building WILL NOT BE ALLOWED AFTER 2:30 p.m. on Thursday, May 3rd. Media should be in their assigned locations or Media Filing Rooms NO LATER THAN 2:30 p.m. IF YOU ARE NOT, YOU WILL NOT BE ADMITTED.

Satellite Trucks:

Due to security sweeps, satellite trucks MUST be parked and in place by 9:00 p.m. on Wednesday, May 2nd. Trucks WILL NOT BE ALLOWED TO LEAVE THE AREA until the end of events at 6:00 p.m. on Thursday, May 3rd. See ‘Satellite Truck Parking’ for more information about Satellite Truck staging and parking.

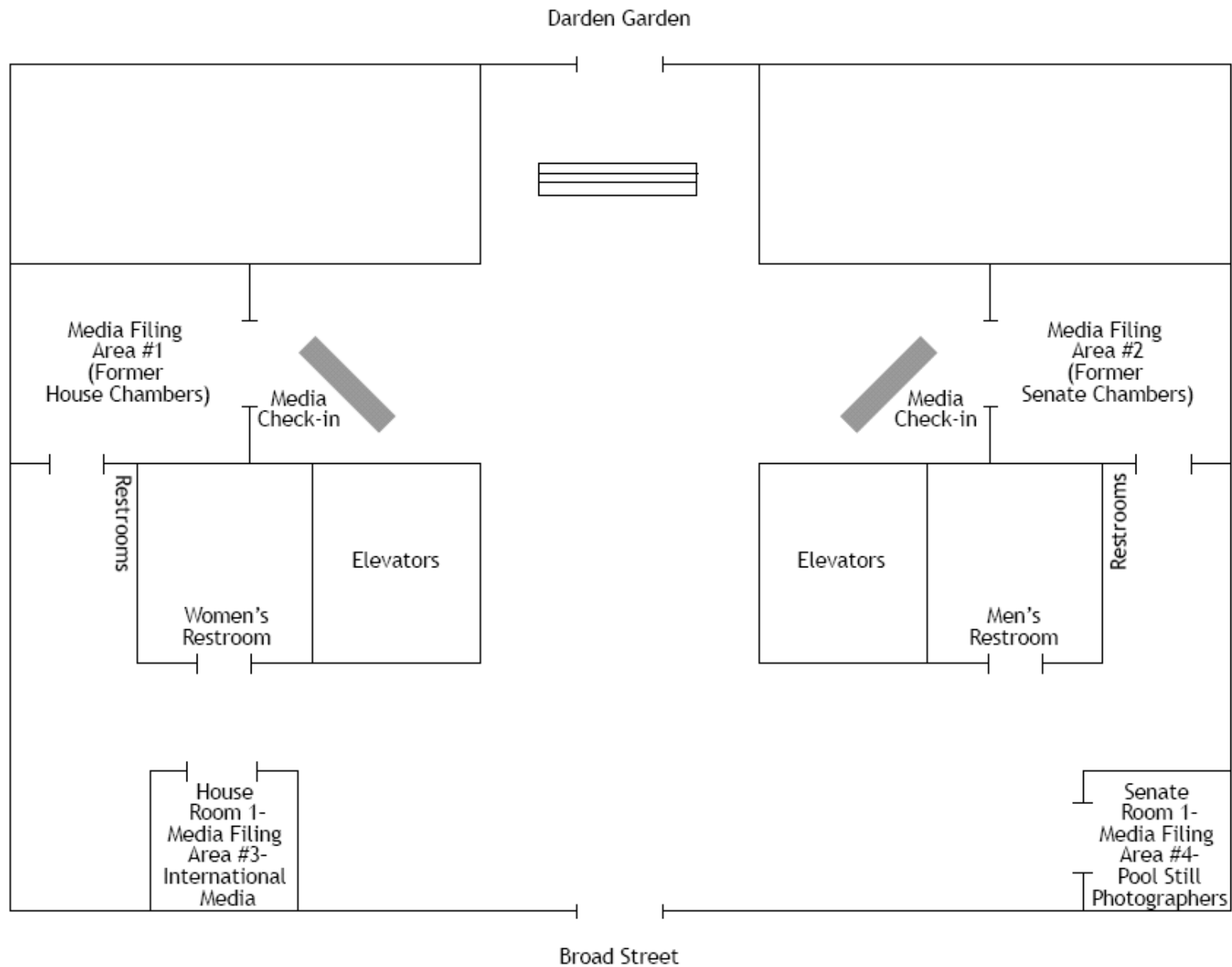
CAPITOL AREA MEDIA MAP:



Map Key:

- 1** Parking for Media (Not for Satellite Trucks) - 14th Street Parking Deck (Must be pre-registered & show picture ID in order to park)
- 2** Media Check-in Area; All 4 Media Filing Locations - Patrick Henry Building
- 3A** Media Platform#1 for Stand-ups & Live Shots Only, Not for Ceremony
- 3B** Media Platform#2 for Stand-ups & Live Shots Only, Not for Ceremony
- 4** Satellite Truck Staging Area
- 5** Satellite Truck Parking - This will be assigned because roads have to be closed. Go to Satellite Truck Staging Area first.
- Marks route for Satellite Trucks to take to parking areas **AFTER** they have been assigned a location

PATRICK HENRY BUILDING MAP:



DIRECTIONS:

From the South:

I-95 North towards Richmond. In Richmond take exit 74C to Broad Street West. Proceed west on Broad Street toward Eighth Street. Take a left on Eighth Street. Then take a left on Franklin Street. The Public Entrance to Capitol Square is located at Ninth and Grace Streets.

Refer to the ‘Road Closures and Security Sweeps’, ‘Capitol Area Media Map’ and the ‘Patrick Henry Building Map’ for specific instructions as to where you will be able to park and where you should report. Please note, the Patrick Henry Building, the location for media check-in and all four media filing areas, is located at 1111 East Broad Street.

From the North:

Take I-95 South towards Richmond. In Richmond take exit 75 to Interstate 64 and 3rd Street, Coliseum and Downtown exit. Take the 3rd Street exit and proceed on 3rd Street to Broad Street. Turn left on Broad Street. Take a right on Eighth Street. Then take a left on Franklin Street. The Public Entrance to Capitol Square is located at Ninth and Grace Streets.

Refer to the ‘Road Closures and Security Sweeps’, ‘Capitol Area Media Map’ and the ‘Patrick Henry Building Map’ for specific instructions as to where you will be able to park and where you should report. Please note, the Patrick Henry Building, the location for media check-in and all four media filing areas, is located at 1111 East Broad Street.

From the West:

Take I-64 East towards Richmond. Follow the 64/95 route toward Norfolk/Petersburg. Once in Richmond take exit 75 to Interstate 64 and the 3rd Street, Coliseum and Downtown exit. Take the 3rd Street exit and proceed on 3rd Street to Broad Street. Turn left on Broad Street. Take a right on Eighth Street. Then take a left on Franklin Street. The Public Entrance to Capitol Square is located at Ninth and Grace Streets.

Refer to the ‘Road Closures and Security Sweeps’, ‘Capitol Area Media Map’ and the ‘Patrick Henry Building Map’ for specific instructions as to where you will be able to park and where you should report. Please note, the Patrick Henry Building, the location for media check-in and all four media filing areas, is located at 1111 East Broad Street.

From the East:

Take I-64 West towards Richmond. In Richmond take exit 190, (also known as the 5th Street exit). Proceed on 5th Street to Broad Street. Turn left on Broad Street. Take a right on Eighth Street. Then take a left on Franklin Street. The Public Entrance to Capitol Square is located at Ninth and Grace Streets.

Refer to the ‘Road Closures and Security Sweeps’, ‘Capitol Area Media Map’ and the ‘Patrick Henry Building Map’ for specific instructions as to where you will be able to park and where you should report. Please note, the Patrick Henry Building, the location for media check-in and all four media filing areas, is located at 1111 East Broad Street.

ON-SITE

CONTACT: Susan S. Pollard, APR
Director of Communications, Virginia Department of General Services
Office: 804-786-0282
Susan.Pollard@dgs.virginia.gov

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